

AD-A088 395

MARINE CORPS WASHINGTON DC
MILITARY OCCUPATIONAL SPECIALTIES (MOSS) 3241/3253.(U)
SEP 77

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1 of 1
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LEVEL II

HEADQUARTERS

UNITED STATES MARINE CORPS

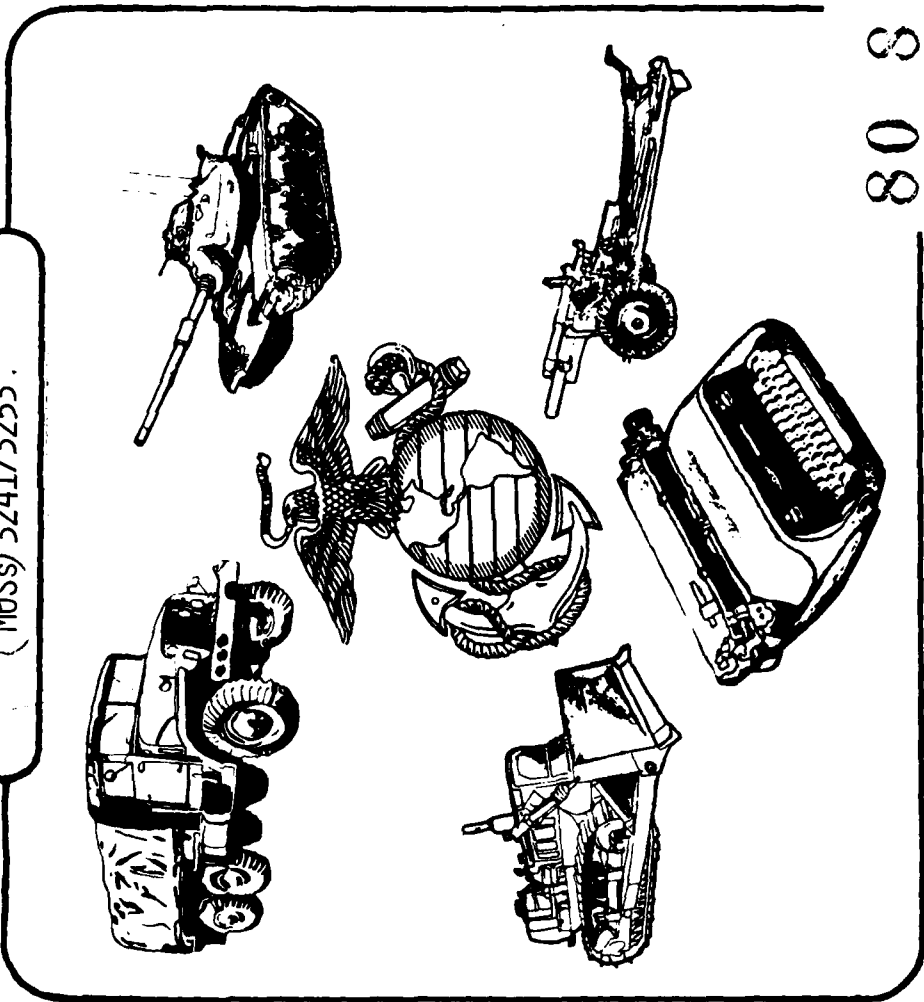
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OFFICE OF MANPOWER UTILIZATION

TASK ANALYSIS OF

(MOSs) 3241/3253



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INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTER-VIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL ANSWERS WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE PLEASE BE AS STRAIGHTFORWARD, ACCURATE, AND FRANK AS POSSIBLE. ALL ANSWERS SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE THREE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION
- PART II JOB SATISFACTION/DISSATISFACTION STATEMENTS
- PART III TASK STATEMENTS

THERE IS NO TIME LIMIT TO COMPLETE THIS QUESTIONNAIRE.
PLEASE TURN THE PAGE

Accession For	
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(1/ 1- 8)

1. BOOK NUMBER-----

(1/ 9-12)

2. WHAT IS YOUR PRESENT REPORTING UNIT CODE (RUC)?

(1/13-17)

3. SOCIAL SECURITY NUMBER -----

(1/13-26)

4. RANK

(1/27)

1. PVT

2. PFC

3. LCPL

4. CPL

5. SGT

6. SSGT

7. GYSGT

8. MSGT

9. MGYSGT

5. SEX

(1/28)

1. MALE

2. FEMALE

6. PRIMARY MOS _____

(1/29-32)

7. 1ST ADDITIONAL MOS _____

(1/33-36)

8. BILLET/DUTY MOS _____

(1/37-40)

9. WHAT IS THE TOTAL TIME YOU HAVE IN:

1. THE U.S. MARINE CORPS

_____ (YEARS)

2. YOUR PRIMARY MOS

_____ (YEARS)

3. YOUR CURRENT ASSIGNMENT/BILLET

_____ (MONTHS)

(1/41-42)

(1/43-44)

(1/45-46)

QUESTION # 10 DELETED.

(1/47-48)

11. AT WHAT LEVEL OF COMMAND ARE YOU PRESENTLY WORKING?

- | | |
|--------------------|---------------------------------|
| 1. HQ FMFLANT/PAC | 2. SEPARATE BATTALION |
| 3. HQ MAF/MAB | 4. SQUADRON |
| 5. HQ DIVISION | 6. COMPANY |
| 7. HQ WING | 8. SEPARATE COMPANY |
| 9. HQ BRIGADE | 10. DETACHMENT |
| 11. REGIMENT | 12. SUB-UNIT |
| 13. AIRCRAFT GROUP | 14. OTHER (INDICATE ON PAGE 48) |
| 15. BATTALION | |

(1/49)

12. MY PRESENT GEOGRAPHICAL LOCATION IS:

1. HEADQUARTERS U.S. MARINE CORPS
2. EAST COAST OF THE UNITED STATES
3. MIDWEST AREA OF THE UNITED STATES
4. WEST COAST OF THE UNITED STATES
5. HAWAII
6. JAPAN/OKINAWA
7. OTHER (INDICATE ON PAGE 48)

13. WHAT IS THE HIGHEST LEVEL OF CIVILIAN EDUCATION YOU HAVE COMPLETED? (1/50)
(TO INCLUDE GED CREDIT)

- 1. LESS THAN HIGH SCHOOL GRADUATE
- 2. HIGH SCHOOL GRADUATE
- 3. 1 YEAR COLLEGE
- 4. 2 YEARS COLLEGE
- 5. 2 YEARS COLLEGE WITH ASSOCIATE DEGREE
- 6. 3 YEARS COLLEGE
- 7. 4 YEARS COLLEGE WITH DEGREE

14. HOW DID YOU RECEIVE YOUR PRIMARY MOS? (SELECT ONE OR MORE)

- 1. SCREENED FOR TALENT OR CIVILIAN ACQUIRED SKILL (1/51)
- 2. ON THE JOB TRAINING (OJT) (1/52)
- 3. COMPLETION OF SERVICE SCHOOL OR COURSE (1/53)
- 4. RETRAINING FROM OTHER MOS (1/54)
- 5. LATERAL MOVE UPON REENLISTMENT (1/55)
- 6. DIRECTED RECLASSIFICATION (1/56)
- 7. PROMOTION OR REDUCTION IN GRADE (1/57)

15. WHAT TYPE OF TRAINING DID YOU RECEIVE TO PREPARE YOU FOR YOUR PRESENT JOB? (SELECT ONE OR MORE)

- | | |
|-------------------------------------|---------|
| 1. ON THE JOB TRAINING | (1/58) |
| 2. COMMAND OR UNIT SPONSORED SCHOOL | (1/59) |
| 3. FORMAL SERVICE SCHOOL | (1/60) |
| 4. CIVILIAN SCHOOLING | (1/61) |
| 5. CIVILIAN EXPERIENCE | (1/62) |
| 6. CORRESPONDENCE COURSE(S) | (1/63) |
| 7. HAVE NOT RECEIVED ANY TRAINING | (1/64) |

16. WHICH OF THE FOLLOWING BEST DESCRIBES THE PERCENT OF TIME YOU SPEND PER MONTH ON NON-MOS TASKS? (SUCH AS, GENERAL MILITARY TRAINING, DUTIES, INSPECTIONS, DETAILS AND CEREMONIES)

(1/65)

- | |
|-----------------|
| 1. LESS THAN 5% |
| 2. 6% TO 10% |
| 3. 11% TO 15% |
| 4. 16% TO 25% |
| 5. 26% TO 50% |
| 6. OVER 50% |

17. ON THE AVERAGE, HOW MANY HOURS PER WEEK ARE YOU REQUIRED TO WORK? (1/66)

1. LESS THAN 40 HOURS

2. 41 TO 45 HOURS

3. 46 TO 50 HOURS

4. 51 TO 60 HOURS

5. MORE THAN 60 HOURS

18. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE) (1/67)

1. OFFICE MACHINE REPAIR SPECIALIST

2. REPAIR CHIEF

3. REPAIR SERVICES CHIEF

4. OFFICE MACHINE REPAIR COORDINATOR

5. OTHER (INDICATE ON PAGE 48)

19. HOW MANY PERSONNEL DO YOU DIRECTLY SUPERVISE ON MDS RELATED DUTIES? (1/68)

1. NONE

2. 1-5

3. 6-10

4. MORE THAN 10

20. IN YOUR PRESENT JOB, WHAT IS THE HIGHEST ECHELON OF MAINTENANCE YOU PERFORM?

(1/69)

1. 1ST ECHELON

2. 2D ECHELON

3. 2ND ECHELON LIMITED 3RD

4. 3D ECHELON

5. 3RD ECHELON LIMITED 4TH

6. 4TH ECHELON

7. 5TH ECHELON

21. WHAT PERCENT OF YOUR TIME IS SPENT IN MAINTENANCE-RELATED ADMINISTRATIVE DUTIES?

(1/70)

1. LESS THAN 10%

2. 11% TO 25%

3. 26% TO 50%

4. 51% TO 75%

5. MORE THAN 75%

22. IN YOUR OPINION, SHOULD A PRIMARY MOS BE ESTABLISHED TO IDENTIFY A MAINTENANCE ADMINISTRATIVE CLERK?

(1/71)

1. YES

2. NO

3. NO OPINION

23. WHICH OF THE FOLLOWING MOS-RELATED SCHOOLS OR COURSES HAVE YOU COMPLETED?(SELECT ONE OR MORE)

1. MOTOR TRANSPORT SNCO LEADERSHIP COURSE, CAMP LEJEUNE (1/72)

2. ADVANCED AUTO MECHANIC/MAINTENANCE NCO COURSE, CAMP LEJEUNE (1/73)

3. SPECIAL MULTIFUEL ENGINE COURSE, CAMP LEJEUNE (1/74)

4. FUEL AND ELECTRICAL SYSTEMS REPAIR COURSE, ABERDEEN, MD. (1/75)

5. BASIC AUTO MECHANIC COURSE, CAMP LEJEUNE (1/76)

6. ARTILLERY TRACK VEHICLE MAINTENANCE SCHOOL, FORT SILL, OKLA. (1/77)

7. TRACKED VEHICLE REPAIRMAN, AMPHIBIAN VEHICLE COURSE, CAMP PENDLETON (1/78)

8. TRACKED VEHICLE REPAIRMAN COURSE, SELF-PROPELLED ARTILLERY COURSE, ABERDEEN MD. (1/79)

9. TRACKED VEHICLE REPAIRMAN, TANK COURSE, ABERDEEN, MD. (2/ 1)
10. ENGINEER EQUIPMENT CHIEF COURSE, CAMP LEJEUNE (2/ 2)
11. ENGINEER EQUIPMENT MAINTENANCE COURSE, FORT BELVOIR, VA. (2/ 3)
12. ENGINEER EQUIPMENT MECHANIC SCHOOL, CAMP LEJEUNE (2/ 4)
13. JOURNEYMAN ENGINEER EQUIPMENT MECHANIC COURSE, CAMP LEJEUNE (2/ 5)
14. SMALL ARMS REPAIR COURSE, ABERDEEN, MD. (2/ 6)
15. ARTILLERY REPAIR SCHOOL, ABERDEEN, MD. (2/ 7)
16. TURRET REPAIRMAN SCHOOL, ABERDEEN, MD. (2/ 8)
17. FIRE CONTROL INSTRUMENT REPAIR COURSE, ABERDEEN, MD. (2/ 9)
18. OFFICE MACHINE REPAIR SCHOOL, FORT LEE, VA. (2/10)
19. BASIC METAL WORKERS COURSE, CAMP LEJEUNE (2/11)
20. JOURNEYMAN METAL WORKERS COURSE, CAMP LEJEUNE (2/12)
21. MACHINERY REPAIRMAN COURSE, CLASS A, N.T.C., SAN DIEGO, CA. (2/13)
22. MACHINIST COURSE, ABERDEEN, MD. (2/14)
23. METAL BODY REPAIR COURSE, ABERDEEN MD. (2/15)
24. MARINE INTEGRATED MAINTENANCE MANAGEMENT COURSE, ALBANY, GA. (2/16)
25. AUTOMOTIVE ENGINE MAINTENANCE AND REPAIR COURSE (MCI) (2/17)
26. AUTOMOTIVE POWER TRAINS COURSE (MCI) (2/18)
27. FUNDAMENTALS OF DIESEL ENGINES COURSE (MCI) (2/19)

28. GM SERIES 71 DIESEL ENGINES COURSE (MCI)	(2/20)
29. BASIC ENGINEER EQUIPMENT MECHANIC COURSE (MCI)	(2/21)
30. METALWORKING AND WELDING OPERATIONS COURSE (MCI)	(2/22)
31. ENGINEER EQUIPMENT MECHANIC COURSE (MCI)	(2/23)
32. REPAIR AND MAINTENANCE OF CREW-SERVED WEAPONS COURSE (MCI)	(2/24)
33. ARMORY PROCEDURES COURSE (MCI)	(2/25)
34. INSPECTION AND REPAIR OF SHOULDER WEAPONS COURSE (MCI)	(2/26)
35. OTHER (INDICATE ON PAGE <u>48</u>)	(2/27)

PART II SPECIAL INSTRUCTIONS

1. PART II CONTAINS SOME STATEMENTS ABOUT YOUR PRESENT JOB. THE STATEMENTS MAY OR MAY NOT BE COMPLETELY TRUE STATEMENTS ABOUT YOUR PRESENT JOB.

2. SHOW HOW MUCH EACH STATEMENT TELLS THE TRUTH ABOUT YOUR PRESENT JOB, BY CIRCLING ONE OF THE NUMBERS, FROM 1 TO 7, THAT APPEAR AT THE RIGHT OF EACH STATEMENT.

FOR EXAMPLE: IF YOU THINK A STATEMENT IS COMPLETELY FALSE, YOU SHOULD CIRCLE THE 1, ON THE OTHER HAND, IF YOU THINK A STATEMENT IS COMPLETELY TRUE, YOU SHOULD CIRCLE THE 7. THE NUMBERS BETWEEN 1 AND 7 HAVE BEEN GIVEN MEANINGS THAT ARE SHOWN AT THE TOP OF THE PAGE.

3. BE SURE TO ANSWER EVERY STATEMENT.

TURN TO THE NEXT PAGE AND BEGIN PART II

PLEASE INDICATE THE EXTENT TO WHICH YOU

AGREE OR DISAGREE WITH THE FOLLOWING

STATEMENTS ABOUT YOUR PRESENT JOB

	DO YOU AGREE						
	1	2	3	4	5	6	7
	ABSOLUTELY DISAGREE						
	DISAGREE						
	TEND TO DISAGREE						
	DO NOT KNOW						
	TEND TO AGREE						
	AGREE						
	ABSOLUTELY AGREE						
1 I AM PAID ENOUGH FOR THE WORK I DO.	1	2	3	4	5	6	7
2 MY SUPERVISOR HELPS ME WHEN I NEED IT.	1	2	3	4	5	6	7
3 I THINK I WILL GET A FAIR CHANCE AT PROMOTION.	1	2	3	4	5	6	7
4 I AM TREATED WITH RESPECT.	1	2	3	4	5	6	7
5 MY SUPERVISOR LETS ME KNOW HOW I AM DOING.	1	2	3	4	5	6	7
6 I LIKE MY WORKING HOURS.	1	2	3	4	5	6	7
7 I GET THE CHANCE TO PROVE MYSELF.	1	2	3	4	5	6	7
8 I LIKE THE OTHER MARINES WHERE I WORK.	1	2	3	4	5	6	7
9 MY JOB IS IMPORTANT.	1	2	3	4	5	6	7
10 THE RULES AND REGULATIONS ARE FAIR.	1	2	3	4	5	6	7
11 I AM GIVEN ENOUGH RESPONSIBILITY AND INDEPENDENCE.	1	2	3	4	5	6	7
12 MY JOB LETS ME HAVE AN ENJOYABLE OFF-DUTY LIFE.	1	2	3	4	5	6	7
13 I AM PROUD OF MY JOB.	1	2	3	4	5	6	7
14 I LIKE THE TYPE OF WORK I DO.	1	2	3	4	5	6	7

15 I AM TREATED FAIRLY.	1	1	2	3	4	5	5	7	2/42
16 MY JOB GIVES ME A WAY TO IMPROVE MYSELF.	1	1	2	3	4	5	6	7	2/43
17 MY JOB MAKES GOOD USE OF MY ABILITY.	1	1	2	3	4	5	6	7	2/44
18 I AM KEPT WELL-INFORMED.	1	1	2	3	4	5	6	7	2/45
19 MY SUPERVISOR TRUSTS ME TO DO MY JOB WELL.	1	1	2	3	4	5	6	7	2/46
20 I CAN DEPEND ON THE OTHER MARINES WHERE I WORK.	1	1	2	3	4	5	5	7	2/47
21 MY SUPERVISOR IS GOOD AT HIS JOB.	1	1	2	3	4	5	6	7	2/48
22 MY FAMILY IS PLEASED THAT I AM A MARINE.	1	1	2	3	4	5	6	7	2/49
23 OVERALL, I HAVE BEEN SATISFIED WITH MY PRESENT JOB.	1	1	2	3	4	5	6	7	2/50
24 OVERALL, I HAVE BEEN SATISFIED WITH THE MARINE CORPS.	1	1	2	3	4	5	6	7	2/51

PART III - SPECIAL INSTRUCTIONS

1. AS YOU READ EACH TASK IN THIS SECTION, PAGES 16 THROUGH 43, PLACE A CHECKMARK IN THE COLUMN HEADED "CHECK IF DONE" FOR EACH TASK THAT YOU PERFORM IN YOUR PRESENT JOB. THE TASKS ARE NOT IN ANY PATTERN AND SIMILAR TASKS MAY SHOW UP SEVERAL PAGES APART. DO NOT CHECK THE TASKS THAT SEEM CLOSE TO THOSE YOU PERFORM BUT WAIT FOR THOSE THAT TELL EXACTLY WHAT YOU DO. IF YOU CHECK A TASK THAT IS CLOSE TO WHAT YOU DO AND THEN FIND THE EXACT TASK LATER, ERASE THE ONE PREVIOUSLY CHECKED. ACCURACY COUNTS.
2. DO NOT COMPLETE THE TIME SPENT PERFORMING COLUMN AT THIS TIME. THE REASON WE ASK YOU TO CHECK ONE COLUMN AT A TIME IS THAT IT PROVIDES MORE ACCURATE AND VALID INFORMATION.
3. IF A TASK THAT YOU PERFORM IS NOT LISTED ANYWHERE, WRITE IT ON PAGE NUMBER 47.
4. REMEMBER, AT THIS TIME YOU ARE TO COMPLETE ONLY THE COLUMN HEADED "CHECK IF DONE" FOR PAGES 16 THROUGH 43, NOW TURN TO PAGE 18 AND BEGIN.

TIME SPENT	
I	111 VERY LITTLE
J	112 BELOW AVERAGE
K	113 SLIGHTLY BELOW AVG
L	114 AVERAGE
M	115 SLIGHTLY ABOVE AVG
N	116 ABOVE AVERAGE
O	117 VERY MUCH

PERFORM MAINTENANCE MANAGEMENT DUTIES

1 SUPERVISE PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES	1	1	1	2	3	4	5	6	7	1	2752
2 INSTRUCT/TRAIN PERSONNEL PERFORMING MAINTENANCE MANAGEMENT DUTIES	1	1	1	2	3	4	5	6	7	1	2753
3 MONITOR MAINTENANCE TECHNICAL TRAINING PROGRAM	1	1	1	2	3	4	5	6	7	1	2754
4 MONITOR MAINTENANCE SAFETY PROGRAM	1	1	1	2	3	4	5	6	7	1	2755
5 PREPARE SAFETY INSPECTION CHECKLIST	1	1	1	2	3	4	5	6	7	1	2756
6 SUPERVISE MAINTENANCE SAFETY PROGRAM	1	1	1	2	3	4	5	6	7	1	2757
7 PREPARE BUDGET ESTIMATES FOR MAINTENANCE ACTIVITY	1	1	1	2	3	4	5	6	7	1	2758
8 MONITOR THE FINANCIAL STATUS OF MAINTENANCE ACTIVITY	1	1	1	2	3	4	5	6	7	1	2759
9 SELECT TACTICAL SITE TO SUPPORT MAINTENANCE ACTIVITY	1	1	1	2	3	4	5	6	7	1	2760
10 SELECT LAYOUT OF TACTICAL MAINTENANCE AREA FACILITIES AND SHOPS	1	1	1	2	3	4	5	6	7	1	2761
11 DESIGN MAINTENANCE SHOP LAYOUT FOR WORKFLOW/PAPERFLOW	1	1	1	2	3	4	5	6	7	1	2762

12 REVIEW RECOMMENDED CHANGES TO THE UNIT TABLE OF EQUIPMENT (1/E)	1	1	2	3	4	5	6	7	2/63
13 SUBMIT RECOMMENDED CHANGES TO THE UNIT T/E	1	1	2	3	4	5	6	7	2/64
14 REVIEW RECOMMENDED CHANGES TO THE UNIT TABLE OF ALLOWANCE (1/A) FOR PUBLICATION	1	1	2	3	4	5	6	7	2/65
15 SUBMIT RECOMMENDED CHANGES TO THE UNIT T/A FOR PUBLICATION	1	1	2	3	4	5	6	7	2/66
16 MAINTAIN PUBLICATIONS CONTROL SYSTEM TO REFLECT AUTHORIZED MAINTENANCE PUBLICATIONS	1	1	2	3	4	5	6	7	2/67
17 MONITOR INTERNAL DISTRIBUTION OF MAINTENANCE PUBLICATIONS T/J	1	1	2	3	4	5	6	7	2/68
18 MAINTAIN PUBLICATIONS IN A TECHNICAL LIBRARY	1	1	2	3	4	5	6	7	2/69
19 REQUISITION TECHNICAL PUBLICATIONS	1	1	2	3	4	5	6	7	2/70
20 ISSUE TECHNICAL PUBLICATIONS TO MAINTENANCE PERSONNEL	1	1	2	3	4	5	6	7	2/71
21 PREPARE MAINTENANCE RELATED CORRESPONDENCE	1	1	2	3	4	5	6	7	2/72
22 PREPARE INPUT TO MAINTENANCE AND READINESS EVALUATION SYSTEM (MABES) REPORT	1	1	2	3	4	5	6	7	2/73
23 MONITOR MARES REPORT FOR VALIDITY OF INPUT	1	1	2	3	4	5	6	7	2/74
24 REVIEW MARES REPORT FOR STATUS/PROGRESSION THROUGH MAINTENANCE/ SUPPLY PROCESS	1	1	2	3	4	5	6	7	2/75
25 PREPARE INPUT TO AUTOMATED INFORMATION SYSTEM (AIS) REPORT	1	1	2	3	4	5	6	7	2/76
26 MONITOR AIS REPORT FOR VALIDITY OF INPUT	1	1	2	3	4	5	6	7	2/77
27 REVIEW AIS REPORT FOR STATUS/PROGRESSION THROUGH MAINTENANCE/ SUPPLY PROCESS	1	1	2	3	4	5	6	7	2/78
28 MONITOR INPUT TO THE MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMS)	1	1	2	3	4	5	6	7	2/79
29 PREPARE TACTICAL EQUIPMENT REPAIR ORDER (EROR)	1	1	2	3	4	5	6	7	3/1

		TIME SPENT	
		I I1 VERY LITTLE	
		I I2 BELOW AVERAGE	
		I I3 SLIGHTLY BELOW AVG	
		I I4 AVERAGE	
		I I5 SLIGHTLY ABOVE AVG	
		I I6 ABOVE AVERAGE	
		I I7 VERY MUCH	
30	RECORD MAINTENANCE PERFORMED AND REPAIR PARTS USED ON TACTICAL EQUIPMENT REPAIR ORDER (ERO)	I I1 2 3 4 5 6 7	37.2
31	REVIEW ERO FOR CORRECTNESS AND COMPLETENESS	I I1 2 3 4 5 6 7	37.3
32	MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SUPPLY PROCESS	I I1 2 3 4 5 6 7	37.4
33	CLOSE OUT ERO	I I1 2 3 4 5 6 7	37.5
34	PREPARE ERO SHOPPING LIST	I I1 2 3 4 5 6 7	37.6
35	MONITOR PREVENTIVE MAINTENANCE PROGRAM	I I1 2 3 4 5 6 7	37.7
36	MONITOR MODIFICATION PROGRAMS	I I1 2 3 4 5 6 7	37.8
37	MONITOR CALIBRATION PROGRAMS	I I1 2 3 4 5 6 7	37.9
38	MONITOR CORRECTIVE MAINTENANCE PROGRAM	I I1 2 3 4 5 6 7	37.10
39	MONITOR OPERATIONAL READINESS FLOAT PROGRAM	I I1 2 3 4 5 6 7	37.11
40	VERIFY COMPLETION OF EROS AND ACCOMPANYING RECORDS FOR EQUIPMENT BEING INDUCED INTO REPAIR ACTIVITY	I I1 2 3 4 5 6 7	37.12
41	PROCESS EQUIPMENT TO FLOAT, EVACUATION AND WASHOUT IN LIEU OF REPAIR	I I1 2 3 4 5 6 7	37.13
42	PREPARE FORMS NECESSARY FOR EVACUATION, FLOAT AND WASHOUT IN LIEU OF REPAIR	I I1 2 3 4 5 6 7	37.14
43	VERIFY ENTRIES IN SHOP RECORDS UPON COMPLETION OF MAINTENANCE	I I1 2 3 4 5 6 7	37.15

44	VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE	1	1	2	3	4	5	6	7	3/16
45	MANAGE QUALITY ASSURANCE AND CONTROL PROGRAMS	1	1	2	3	4	5	6	7	3/17
46	MONITOR CONTROLLED ITEMS PROGRAM	1	1	2	3	4	5	6	7	3/18
47	PREPARE RECOVERABLE ITEMS REPORT (RIR)	1	1	2	3	4	5	6	7	3/19
48	NOMINATE FOR EVACUATION, EQUIPMENT WHICH MEETS ESTABLISHED CRITERIA FOR REPLACEMENT AND EVACUATION PROGRAM (R&E)	1	1	2	3	4	5	6	7	3/20
49	PREPARE REPLACEMENT AND EVACUATION REPORT (R&E)	1	1	2	3	4	5	6	7	3/21
50	MONITOR ADMINISTRATIVE DEADLINE PROGRAM	1	1	2	3	4	5	6	7	3/22
51	MONITOR MAINTENANCE RECORDS AND REPORTING PROCEDURES FOR GABRISSON MOBILE EQUIPMENT	1	1	2	3	4	5	6	7	3/23
52	COORDINATE MAINTENANCE RELATED INPUT TO CONTINGENCY PLANNING	1	1	2	3	4	5	6	7	3/24
53	PREPARE MAINTENANCE MANAGEMENT INSPECTION PLANS	1	1	2	3	4	5	6	7	3/25
54	CONDUCT UNIT MAINTENANCE MANAGEMENT INSPECTIONS	1	1	2	3	4	5	6	7	3/26
55	ASSIST UNITS IN CORRECTION OF MAINTENANCE MANAGEMENT PROBLEMS	1	1	2	3	4	5	6	7	3/27
56	MONITOR SUBMISSION OF UNSATISFACTORY EQUIPMENT REPORTS (UER)	1	1	2	3	4	5	6	7	3/28
57	PREPARE UNSERVICEABLE EQUIPMENT REPORT (UER)	1	1	2	3	4	5	6	7	3/29
58	MONITOR SUBMISSION OF QUALITY/RELIABILITY REPORT (QRR)	1	1	2	3	4	5	6	7	3/30
59	PREPARE QUALITY/RELIABILITY REPORT (QRR) FOR REBUILT EQUIPMENT	1	1	2	3	4	5	6	7	3/31
60	COORDINATE SUPPLY SUPPORT OF REPAIR ACTIVITY WITH SUPPLY MANAGERS	1	1	2	3	4	5	6	7	3/32
61	MANAGE MAINTENANCE SHOP SUPPLY FUNCTIONS	1	1	2	3	4	5	6	7	3/33

		TIME SPENT									
		I	II	III	IV	V	VI	VII	VIII	IX	X
		VERY LITTLE									
		BELOW AVERAGE									
		SLIGHTLY BELOW AVG									
		AVERAGE									
		SLIGHTLY ABOVE AVG									
		ABOVE AVERAGE									
		VERY MUCH									
62	SCREEN REPAIR PARTS REQUISITIONS FOR ACCURACY	1	1	2	3	4	5	6	7	1	3/34
63	PREPARE REQUISITIONS FOR REPAIR PARTS	1	1	2	3	4	5	6	7	1	3/35
64	PREPARE REQUISITIONS FOR SHOP EQUIPMENT AND SPECIAL TOOLS	1	1	2	3	4	5	6	7	1	3/36
65	INITIATE FOLLOW UP ACTION ON REPAIR PARTS REQUISITIONS	1	1	2	3	4	5	6	7	1	3/37
66	CONTROL ISSUES FROM PARTS LAYETTES	1	1	2	3	4	5	6	7	1	3/38
67	CONTROL ISSUE OF REPAIR PARTS	1	1	2	3	4	5	6	7	1	3/39
68	STOCK PREEXPENDED BINS	1	1	2	3	4	5	6	7	1	3/40
69	COMPLETE CONSOLIDATED MEMO RECEIPT (CMR) TO ACCOUNT FOR INVENTORY OF SHOP EQUIPMENT	1	1	2	3	4	5	6	7	1	3/41
70	ESTABLISH PROCEDURES FOR CONTROL OF TOOLS AND TEST EQUIPMENT	1	1	2	3	4	5	6	7	1	3/42
71	PREPARE FORMS NECESSARY FOR DISPOSAL OF EXCESS AND UNSERVICEABLE SHOP EQUIPMENT	1	1	2	3	4	5	6	7	1	3/43
72	ASSIST IN PREPARATION OF SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6	7	1	3/44
73	PREPARE SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6	7	1	3/45
74	ADVISE IN PREPARATION OF SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6	7	1	3/46
75	MONITOR THE PREPARATION OF SOP FOR MAINTENANCE MANAGEMENT	1	1	2	3	4	5	6	7	1	3/47

76 ESTABLISH SUP FOR MAINTENANCE MANAGEMENT	1	1	1	2	3	4	5	6	7	1	3/48
77 ADVISE ON CHANGES TO T/O	1	1	1	2	3	4	5	6	7	1	3/49
78 ADVISE IN ASSIGNMENT OF MAINTENANCE RELATED MOS'S	1	1	1	2	3	4	5	6	7	1	3/50
79 PREPARE MAINTENANCE SCHEDULES	1	1	1	2	3	4	5	6	7	1	3/51
80 MONITOR MAINTENANCE SCHEDULES	1	1	1	2	3	4	5	6	7	1	3/52
81 COMPLETE REQUIRED EQUIPMENT RECORDS	1	1	1	2	3	4	5	6	7	1	3/53
82 INSPECT EQUIPMENT RECORDS FOR COMPLETENESS/ACCURACY	1	1	1	2	3	4	5	6	7	1	3/54

		TIME SPENT										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
		1	2	3	4	5	6	7	8	9	10	11
PERFORM TYPEWRITER REPAIR DUTIES												
1	SUPERVISE PERSONNEL REPAIRING MANUAL TYPEWRITERS	1	1	1	1	1	1	1	1	1	1	1
2	SUPERVISE PERSONNEL REPAIRING ELECTRIC TYPEWRITERS	1	1	2	3	4	5	6	7	8	9	10
3	SUPERVISE PERSONNEL REPAIRING SELECTRIC TYPEWRITERS	1	1	2	3	4	5	6	7	8	9	10
4	INSTRUCT/TRAIN PERSONNEL IN REPAIRING MANUAL TYPEWRITERS	1	1	2	3	4	5	6	7	8	9	10
5	INSTRUCT/TRAIN PERSONNEL IN REPAIRING ELECTRIC TYPEWRITERS	1	1	2	3	4	5	6	7	8	9	10
6	INSTRUCT/TRAIN PERSONNEL IN REPAIRING SELECTRIC TYPEWRITERS	1	1	2	3	4	5	6	7	8	9	10
7	DISASSEMBLE/ASSEMBLE TYPEWRITER FOR CLEANING/LUBRICATION	1	1	2	3	4	5	6	7	8	9	10
8	CLEAN TYPEWRITER IN BATH SOLUTION	1	1	2	3	4	5	6	7	8	9	10
9	LUBRICATE TYPEWRITER ASSEMBLIES	1	1	2	3	4	5	6	7	8	9	10
10	TROUBLESHOOT CARRIAGE AND MAINSPRING ASSEMBLIES TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	8	9	10
		1	2	3	4	5	6	7	8	9	10	11

11	ADJUST TYPEWRITER CARRIAGE AND MAINSPRING MECHANISMS	1	1	2	3	4	5	6	7	3/65
12	REPAIR TYPEWRITER CARRIAGE AND MAINSPRING COMPONENTS	1	1	2	3	4	5	6	7	3/66
13	REPLACE TYPEWRITER CARRIAGE AND MAINSPRING COMPONENTS	1	1	2	3	4	5	6	7	3/67
14	TROUBLESHOOT TYPEWRITER ESCAPEMENT MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	3/68
15	ADJUST TYPEWRITER ESCAPEMENT MECHANISMS	1	1	2	3	4	5	6	7	3/69
16	REPAIR TYPEWRITER ESCAPEMENT MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/70
17	REPLACE TYPEWRITER ESCAPEMENT MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/71
18	TROUBLESHOOT TYPEWRITER SPACE BAR MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	3/72
19	ADJUST TYPEWRITER SPACE BARS	1	1	2	3	4	5	6	7	3/73
20	REPAIR TYPEWRITER SPACE BAR MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/74
21	REPLACE TYPEWRITER SPACE BAR MECHANISM COMPONENTS	1	1	2	3	4	5	6	7	3/75
22	TROUBLESHOOT TYPEWRITER BACKSPACE MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	3/76
23	ADJUST TYPEWRITER BACKSPACE MECHANISMS	1	1	2	3	4	5	6	7	3/77
24	REPAIR TYPEWRITER BACKSPACE COMPONENTS	1	1	2	3	4	5	6	7	3/78
25	REPLACE TYPEWRITER BACKSPACE COMPONENTS	1	1	2	3	4	5	6	7	3/79
26	TROUBLESHOOT TYPEWRITER SHIFT MECHANISMS TO DETERMINE MALFUNCTION	1	1	2	3	4	5	6	7	4/1

LINE SPENT												
	I	111	VERY LITTLE	1	1	1	1	1	1	1	1	
	J	112	BELOW AVERAGE	1	1	1	1	1	1	1	1	
	K	113	SLIGHTLY BELOW AVG	1	1	1	1	1	1	1	1	
	L	114	AVERAGE	1	1	1	1	1	1	1	1	
	M	115	SLIGHTLY ABOVE AVG	1	1	1	1	1	1	1	1	
	N	116	ABOVE AVERAGE	1	1	1	1	1	1	1	1	
	O	117	VERY MUCH	1	1	1	1	1	1	1	1	

27	ADJUST TYPEWRITER SHIFT MECHANISMS											4/2
28	REPAIR TYPEWRITER SHIFT MECHANISM COMPONENTS											4/3
29	REPLACE TYPEWRITER SHIFT MECHANISM COMPONENTS											4/4
30	TROUBLESHOOT TYPEWRITER RIBBON FEED MECHANISMS TO DETERMINE MALFUNCTION											4/5
31	ADJUST TYPEWRITER RIBBON FEED MECHANISM AND COMPONENTS											4/6
32	REPAIR TYPEWRITER RIBBON FEED MECHANISM AND COMPONENTS											4/7
33	REPLACE TYPEWRITER RIBBON FEED MECHANISM AND COMPONENTS											4/8
34	TROUBLESHOOT TYPEWRITER MARGIN AND LINE LOCK MECHANISMS TO DETERMINE MALFUNCTION											4/9
35	ADJUST TYPEWRITER MARGIN AND LINE LOCK MECHANISMS											4/10
36	REPAIR TYPEWRITER MARGIN AND LINE LOCK COMPONENTS											4/11
37	REPLACE TYPEWRITER MARGIN AND LINE LOCK COMPONENTS											4/12
38	TROUBLESHOOT TYPEWRITER PAPER FEED MECHANISMS TO DETERMINE MALFUNCTION											4/13

	TIME SPENT									
	I	I	I	I	I	I	I	I	I	I
	111	112	113	114	115	116	117	118	119	120
	VERY	BELOW	SLIGHTLY	AVERAGE	SLIGHTLY	ABOVE	AVERAGE	VERY	MUCH	
	LITTLE									
57 CHECK ELECTRIC TYPEWRITER CORDS FOR SERVICEABILITY	1	1	1	1	1	1	1	1	1	1
58 REPAIR DEFECTIVE ELECTRIC TYPEWRITER CORDS	1	1	1	1	1	1	1	1	1	1
59 REPLACE DEFECTIVE ELECTRIC TYPEWRITER CORDS	1	1	1	1	1	1	1	1	1	1
60 REPLACE CARRIER ON SELECTRIC TYPEWRITER	1	1	1	1	1	1	1	1	1	1
61 TEST TYPEWRITERS TO DETERMINE EFFECTIVENESS OF REPAIRS FOR PROPER OPERATION	1	1	1	1	1	1	1	1	1	1

PERFORM CALCULATOR REPAIR DUTIES

28

12 REPAIR CALCULATOR NUMERAL KEYBOARDS	1	1	1	2	3	4	5	6	7	4/48
13 REPLACE CALCULATOR NUMERAL KEYBOARDS	1	1	1	2	3	4	5	6	7	4/49
14 ADJUST CALCULATOR NUMERAL KEYBOARDS	1	1	1	2	3	4	5	6	7	4/50
15 REPAIR CALCULATOR SELECTION MECHANISMS	1	1	1	2	3	4	5	6	7	4/51
16 REPLACE CALCULATOR SELECTION MECHANISMS	1	1	1	2	3	4	5	6	7	4/52
17 ADJUST CALCULATOR SELECTION MECHANISMS	1	1	1	2	3	4	5	6	7	4/53
18 REPAIR CALCULATOR WEDGE SHAFT ASSEMBLIES	1	1	1	2	3	4	5	6	7	4/54
19 REPLACE CALCULATOR WEDGE SHAFT ASSEMBLIES	1	1	1	2	3	4	5	6	7	4/55
20 ADJUST CALCULATOR WEDGE SHAFT ASSEMBLIES	1	1	1	2	3	4	5	6	7	4/56
21 REPAIR CALCULATOR REVERSE LOCK MECHANISMS	1	1	1	2	3	4	5	6	7	4/57
22 REPLACE CALCULATOR REVERSE LOCK MECHANISMS	1	1	1	2	3	4	5	6	7	4/58
23 REPAIR CALCULATOR GEAR TRAINS	1	1	1	2	3	4	5	6	7	4/59
24 REPLACE CALCULATOR GEAR TRAINS	1	1	1	2	3	4	5	6	7	4/60
25 TIME CALCULATOR GEAR TRAINS	1	1	1	2	3	4	5	6	7	4/61
26 ADJUST CALCULATOR MOTORS	1	1	1	2	3	4	5	6	7	4/62
27 REPAIR CALCULATOR MOTORS	1	1	1	2	3	4	5	6	7	4/63
28 REPLACE CALCULATOR MOTORS	1	1	1	2	3	4	5	6	7	4/64
29 ADJUST CALCULATOR STARTING SWITCHES	1	1	1	2	3	4	5	6	7	4/65

		TIME SPENT									
		I	II	III	IV	V	VI	VII	VIII	IX	X
		111 VERY LITTLE									
		IC F12 BELOW AVERAGE									
		IH I3 SLIGHTLY BELOW AVG									
		IE O14 AVERAGE									
		IC O15 SLIGHTLY ABOVE AVG									
		IK N15 ABOVE AVERAGE									
		E17 VERY MUCH									
30	REPAIR CALCULATOR STARTING SWITCHES AND COMPONENTS	I	I	I	I	I	I	I	I	I	I
31	REPLACE CALCULATOR STARTING SWITCHES AND COMPONENTS	I	I	I	I	I	I	I	I	I	I
32	ADJUST CALCULATOR CLEAR ASSEMBLIES	I	I	I	I	I	I	I	I	I	I
33	REPAIR CALCULATOR CLEAR ASSEMBLIES	I	I	I	I	I	I	I	I	I	I
34	REPLACE CALCULATOR CLEAR ASSEMBLIES	I	I	I	I	I	I	I	I	I	I
35	REPAIR CALCULATOR COUNTER REVERSE LEVER ASSEMBLIES	I	I	I	I	I	I	I	I	I	I
36	REPLACE CALCULATOR COUNTER REVERSE LEVER ASSEMBLIES	I	I	I	I	I	I	I	I	I	I
37	ADJUST CALCULATOR COUNTER REVERSE LEVER ASSEMBLIES	I	I	I	I	I	I	I	I	I	I
38	ADJUST CALCULATOR CYCLE LOCK PINS	I	I	I	I	I	I	I	I	I	I
39	REPAIR CALCULATOR CYCLE LOCK PINS	I	I	I	I	I	I	I	I	I	I
40	REPLACE CALCULATOR CYCLE LOCK PINS	I	I	I	I	I	I	I	I	I	I
41	ADJUST CALCULATOR SELECTION SEGMENTS	I	I	I	I	I	I	I	I	I	I
42	REPLACE CALCULATOR SELECTION SEGMENTS	I	I	I	I	I	I	I	I	I	I
43	ADJUST CALCULATOR SELECTION CAMS	I	I	I	I	I	I	I	I	I	I

76 REPAIR CALCULATOR CARRY SHAFT ASSEMBLIES	1	1	2	3	4	5	6	7	5/33
77 REPLACE CALCULATOR CARRY SHAFT ASSEMBLIES	1	1	2	3	4	5	6	7	5/34
78 ADJUST CALCULATOR REVERSE LOCK MECHANISMS	1	1	2	3	4	5	6	7	5/35
79 REPAIR CALCULATOR PLUS-MINUS BAR ASSEMBLIES	1	1	2	3	4	5	6	7	5/36
80 REPLACE CALCULATOR PLUS-MINUS BAR ASSEMBLIES	1	1	2	3	4	5	6	7	5/37
81 ADJUST CALCULATOR SETTING CLUTCH ASSEMBLIES	1	1	2	3	4	5	6	7	5/38
82 REPAIR CALCULATOR SETTING CLUTCH ASSEMBLIES	1	1	2	3	4	5	6	7	5/39
83 REPLACE CALCULATOR SETTING CLUTCH ASSEMBLIES	1	1	2	3	4	5	6	7	5/40
84 ADJUST CALCULATOR PARALLEL BAR ASSEMBLIES	1	1	2	3	4	5	6	7	5/41
85 REPAIR CALCULATOR PARALLEL BAR ASSEMBLIES	1	1	2	3	4	5	6	7	5/42
86 ADJUST CALCULATOR SHIFT CLUTCH ASSEMBLIES	1	1	2	3	4	5	6	7	5/43
87 REPAIR CALCULATOR SHIFT CLUTCH ASSEMBLIES	1	1	2	3	4	5	6	7	5/44
88 REPLACE CALCULATOR SHIFT CLUTCH ASSEMBLIES	1	1	2	3	4	5	6	7	5/45
89 REPAIR DEFECTIVE CALCULATOR ELECTRIC CURDS	1	1	2	3	4	5	6	7	5/46
90 REPLACE DEFECTIVE CALCULATOR ELECTRIC CURDS	1	1	2	3	4	5	6	7	5/47
91 TEST CALCULATOR TO DETERMINE EFFECTIVENESS OF REPAIR	1	1	2	3	4	5	6	7	5/48
92 TEST NEW CALCULATORS FOR PROPER OPERATION	1	1	2	3	4	5	6	7	5/49

12 REPAIR ADDING MACHINE RIBBON FEED MECHANISMS	1	1	2	3	4	5	6	7	5/61
13 REPLACE ADDING MACHINE RIBBON FEED MECHANISMS	1	1	2	3	4	5	6	7	5/62
14 PERFORM ADDING MACHINE KEYBOARD/STOP SECTION OPERATIONAL CHECKS	1	1	2	3	4	5	6	7	5/63
15 ADJUST ADDING MACHINE KEYBOARD AND STOP SECTIONS	1	1	2	3	4	5	6	7	5/64
16 REPAIR ADDING MACHINE KEYBOARD AND STOP SECTIONS	1	1	2	3	4	5	6	7	5/65
17 REPLACE ADDING MACHINE KEYBOARD AND STOP SECTIONS	1	1	2	3	4	5	6	7	5/66
18 PERFORM ADDING MACHINE PAPER FEED OPERATIONAL CHECKS	1	1	2	3	4	5	6	7	5/67
19 ADJUST ADDING MACHINE PAPER FEED MECHANISMS	1	1	2	3	4	5	6	7	5/68
20 REPAIR ADDING MACHINE PAPER FEED MECHANISMS	1	1	2	3	4	5	6	7	5/69
21 REPLACE ADDING MACHINE PAPER FEED MECHANISMS	1	1	2	3	4	5	6	7	5/70
22 PERFORM ADDING MACHINE ACCUMULATOR OPERATION CHECKS	1	1	2	3	4	5	6	7	5/71
23 ADJUST ADDING MACHINE ACCUMULATOR MECHANISMS	1	1	2	3	4	5	6	7	5/72
24 REPAIR ADDING MACHINE ACCUMULATOR MECHANISMS	1	1	2	3	4	5	6	7	5/73
25 REPLACE ADDING MACHINE ACCUMULATOR MECHANISMS	1	1	2	3	4	5	6	7	5/74
26 TIME ADDING MACHINE ACCUMULATOR WHEELS	1	1	2	3	4	5	6	7	5/75
27 PERFORM ADDING MACHINE KEYBOARD OPERATIONAL CHECKS	1	1	2	3	4	5	6	7	5/76
28 ADJUST ADDING MACHINE ADD RACKS	1	1	2	3	4	5	6	7	5/77
29 REPLACE ADDING MACHINE ADD RACKS	1	1	2	3	4	5	6	7	5/78

	TIME SPENT									
	I	11	2	3	4	5	6	7	8	9
30 REPAIR ADDING MACHINE ADD RACKS	I	1	1	2	3	4	5	6	7	5/79
31 ADJUST ADDING MACHINE CREDIT BALANCE MECHANISMS	I	1	1	2	3	4	5	6	7	6/71
32 REPLACE ADDING MACHINE CREDIT BALANCE MECHANISMS	I	1	1	2	3	4	5	6	7	6/72
33 REPAIR ADDING MACHINE CREDIT BALANCE MECHANISMS	I	1	1	2	3	4	5	6	7	6/73
34 PERFORM ADDING MACHINE MOTOR OPERATIONAL CHECKS	I	1	1	2	3	4	5	6	7	6/74
35 ADJUST ADDING MACHINE MOTORS	I	1	1	2	3	4	5	6	7	6/75
36 REPAIR ADDING MACHINE MOTORS	I	1	1	2	3	4	5	6	7	6/76
37 REPLACE ADDING MACHINE MOTORS	I	1	1	2	3	4	5	6	7	6/77
38 INSPECT ADDING MACHINE ELECTRIC CORDS FOR SERVICEABILITY	I	1	1	2	3	4	5	6	7	6/78
39 REPAIR DEFECTIVE ADDING MACHINE ELECTRIC CORDS	I	1	1	2	3	4	5	6	7	6/79
40 REPLACE DEFECTIVE ADDING MACHINE ELECTRIC CORDS	I	1	1	2	3	4	5	6	7	6/80
41 TEST ADDING MACHINE TO DETERMINE EFFECTIVENESS OF REPAIRS	I	1	1	2	3	4	5	6	7	6/81
42 TEST NEW ADDING MACHINES FOR PROPER OPERATION	I	1	1	2	3	4	5	6	7	6/82

	TIME SPENT									
	1	11	2	3	4	5	6	7	8	9
30 ADJUST DUPLICATOR MOTOR DRIVE ASSEMBLIES	1	11	2	3	4	5	6	7	8	9
31 REPAIR DUPLICATOR MOTOR DRIVE ASSEMBLIES	1	11	2	3	4	5	6	7	8	9
32 REPLACE DUPLICATOR MOTOR DRIVE ASSEMBLIES	1	11	2	3	4	5	6	7	8	9
33 INSPECT DUPLICATOR ELECTRIC CORDS FOR SERVICEABILITY	1	11	2	3	4	5	6	7	8	9
34 REPAIR DEFECTIVE DUPLICATOR ELECTRIC CORDS	1	11	2	3	4	5	6	7	8	9
35 REPLACE DEFECTIVE DUPLICATOR ELECTRIC CORDS	1	11	2	3	4	5	6	7	8	9
36 TEST DUPLICATOR TO DETERMINE EFFECTIVENESS OF REPAIR	1	11	2	3	4	5	6	7	8	9

TIME SPENT
 I11 VERY LITTLE
 I2 BELOW AVERAGE
 I3 SLIGHTLY BELOW AVG
 I4 AVERAGE
 I5 SLIGHTLY ABOVE AVG
 I6 ABOVE AVERAGE
 I7 VERY MUCH

PERFORM OFFICE MACHINE REPAIR SHOP MANAGEMENT DUTIES

1 SUPERVISE SHOP OPERATIONS	I1	I2	I3	I4	I5	I6	I7	6/49
2 INSTRUCT OPERATORS ON PREVENTIVE MAINTENANCE OF OFFICE MACHINES	I1	I2	I3	I4	I5	I6	I7	6/50
3 COORDINATE COMMERCIAL REPAIR OF OFFICE MACHINES	I1	I2	I3	I4	I5	I6	I7	6/51
4 COORDINATE SUPPLY PARTS FOR OFFICE MACHINE REPAIRS	I1	I2	I3	I4	I5	I6	I7	6/52
5 COORDINATE PERSONNEL REQUIREMENTS FOR OFFICE MACHINE REPAIR SHOP	I1	I2	I3	I4	I5	I6	I7	6/53
6 COORDINATE REPAIR EQUIPMENT REQUIREMENTS FOR OFFICE MACHINE REPAIR SHOP	I1	I2	I3	I4	I5	I6	I7	6/54
7 COORDINATE SHOP TOOLS REQUIREMENTS FOR OFFICE MACHINE REPAIR SHOP	I1	I2	I3	I4	I5	I6	I7	6/55
8 DESIGN OFFICE MACHINE REPAIR SHOP LAYOUT	I1	I2	I3	I4	I5	I6	I7	6/56
9 ESTABLISH SHOP WORK PROCEDURES	I1	I2	I3	I4	I5	I6	I7	6/57
10 PREPARE BUDGET FOR OFFICE MACHINE REPAIR SHOP OPERATIONS	I1	I2	I3	I4	I5	I6	I7	6/58
11 MAINTAIN ON HAND STOCK OF OFFICE MACHINE REPAIR PARTS	I1	I2	I3	I4	I5	I6	I7	6/59

INSTRUCTIONS - TIME RATING

1. NOW THAT YOU HAVE CHECKED THOSE TASKS YOU PERFORM, RATE THE RELATIVE AMOUNT OF TIME YOU SPEND PERFORMING EACH TASK YOU HAVE CHECKED. RELATIVE TIME SPENT MEANS THE TOTAL TIME YOU SPEND DOING THE TASK COMPARED WITH THE TIME YOU SPEND ON EACH OF THE OTHER TASKS YOU PERFORM ON YOUR PRESENT JOB.
2. USE A RATING OF "1" IF YOU SPEND "VERY LITTLE" TIME ON A TASK: USE A RATING OF "2" FOR "BELOW AVERAGE"; AND SO ON, UP TO A RATING OF "7" IF YOU SPEND "VERY MUCH" TIME ON A TASK.
3. REMEMBER, YOU ARE TO TIME RATE ONLY TASKS THAT YOU HAVE ALREADY CHECKED IN THE "CHECK IF DONE" COLUMN. CIRCLE YOUR RATING, ACCORDING TO THE 7-POINT SCALE, IN THE RIGHT HAND COLUMN HEADED "TIME SPENT PERFORMING". NOW TURN TO PAGE 16 AND BEGIN.

JOB EVALUATION

1. What part of your job do you feel should have been included in your schooling, but was not?
2. What part of your school training are you not using in your present job?
3. What changes would you suggest be made to improve your billet MOS.
4. What changes would you suggest to improve this questionnaire?

This page is provided so that you may make any additional remarks concerning your occupational field or billet which you feel should be addressed and/or considered in this study. Remember that your remarks will be held in strict confidence.

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

INFORMATION PAGE FOR QUESTIONS ANSWERED "OTHER"

10.

11.

12.

18.

23.